

# **Health and Safety Policy for Growing Newbury Green**

## **1. Introduction**

This Health and Safety Policy outlines the commitment of Growing Newbury Green to maintaining a safe and healthy environment for all members, volunteers, and visitors. This policy aims to prevent accidents, injuries, and illnesses.

## **2. Responsibilities**

### **2.1 Growing Newbury Green Responsibilities**

- Provide necessary training and resources for health and safety.
- Conduct regular risk assessments and address identified hazards.
- Maintain records of accidents, incidents, and health and safety training.
- We will not take responsibility for personal items
- We will not take responsibility for actions on our sites conducted outwith events or when no member of Growing Newbury Green is present

### **2.2 Member and Volunteer Responsibilities**

- Follow health and safety guidelines and procedures.
- Report any hazards, accidents, or near-misses to the committee .
- Use personal protective equipment (PPE) as required.
- If providing or using larger or powered you accept responsibility for their own safety
- All equipment should be safe and in good condition
- All equipment must be approved by the team leader on the day
- Take reasonable care for their own actions and how that may affect others
- Attend health and safety training sessions.

### **2.3 Visitor Responsibilities**

- Visitors should wear safe and suitable clothing and footwear for the activity or event
- Where visitors provide their own equipment, they should be responsible for this at all times. All such equipment should be safe and in good condition
- Any personal items brought to an event remain the responsibility of the owner
- Visitors must report on arrival to the person in charge of the activity
- All under sixteens and vulnerable adults must be accompanied by a responsible adult on a one to one basis unless agreed previously

## **3. Risk Assessment**

### **3.1 Identifying Hazards**

- Conduct regular inspections of the gardening site to identify potential hazards such as uneven ground, sharp tools, and hazardous substances.

### **3.2 Assessing Risks**

- Evaluate the likelihood and severity of potential risks by carrying out a risk assessment and implement measures to mitigate them.

### **3.3 Implementing Controls**

- Provide clear instructions and training on safe gardening practices.
- Ensure tools and equipment are in good working condition.
- Highlight potential hazards.
- Designate an area for storing bags and equipment

## **4. Emergency Procedures**

### **4.1 First Aid**

- Ensure that a first aid kit is available on site.

## **5. Training and Awareness**

### **5.1 Health and Safety Training**

- Provide health and safety training to all members and volunteers, including the proper use of tools and PPE.

### **5.2 Communication**

- Communicate health and safety information clearly and regularly to all members and volunteers through meetings, emails, and notices.

## **6. Monitoring and Review**

### **6.1 Monitoring**

- Regularly monitor health and safety practices to ensure compliance and effectiveness.

### **6.2 Review**

- Review the health and safety policy annually or after any significant incidents to ensure it remains relevant and effective.

## **7. Conclusion**

Growing Newbury Green is committed to providing a safe and healthy environment for all members, volunteers, and visitors. We encourage everyone to actively participate in maintaining and improving health and safety standards.